

INSTRUCTIONS:

If the IRS Data Retrieval Tool was not used when filing the Free Application for Federal Student Aid (FAFSA), the following information must be submitted, **as applicable**.

Tax Filers:

- Copies of the Student and Spouse's (if applicable) 2018 IRS Tax Return Transcript (visit [MiamiOH.edu/IrsTranscript](https://miamiOH.edu/IrsTranscript) for requesting methods) **or**
- Copies of the Student and Spouse's (if applicable) 2018 Federal Tax Return form 1040, and applicable schedules 1, 2, 3 **signed** by the tax filer.

Non Tax Filers:

- Copies of the 2018 IRS W-2, Schedule C or 1099 (or equivalent documentation) for each source of employment income received.

Independent students must also submit:

- A signed statement explaining how the household was supported in 2018, if no income was earned.
- IRS Verification of Non-filing Letter dated on or after October 1, 2019, for the student and spouse (if applicable) that did not file. (visit [MiamiOH.edu/IrsTranscript](https://miamiOH.edu/IrsTranscript) for requesting methods)

If unable to obtain the Non-filing Letter, submit a signed statement certifying the individual(s):

- Attempted to obtain the verification or confirmation of Non-filing from the IRS or other tax authority and was unable to obtain it, **AND**
- Has not filed and is not required to file an income tax return for 2018

IMPORTANT: Please do not submit original document(s) to the One Stop as we are unable to return them. Please include the student's Banner ID on all submitted documents.

Please submit the information to the One Stop:

Miami University
One Stop
301 S. Campus Ave.
Oxford, OH 45056
Email: OneStop@MiamiOH.edu
Phone: 513-529-0001
Fax: 513-529-8713